



Verification	Originator	Approved	Issued
Initials	ADS	ST	ST
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TITLE: COFL-FF-EP-4.4.6-2 SOP03 Fuel Delivery

System: Fuel Delivery	Procedure No. : SOP 03
Subsystem: Training	Page No. : Page 1 of 3
Person Responsible: Program Manager	Revision No. : 01
	Revision Date : 4/23/15

Purpose:

To identify best practice procedures for the delivery of gasoline and diesel at all City fuel sites.

Scope:

Initiate policies to establish gasoline and diesel delivery procedures.

Responsibility:

- The **Program Manager** shall ensure that each employee, contractor and subcontractors responsible for the delivery of fuel onto above ground or below ground storage tanks are properly trained.
- Adherence to these written procedures will be the responsibility of all City employees, contractors and subcontractors responsible for the delivery of fuel onto above ground or below ground storage tanks.

Procedure:

- Manually gauge receiving tank to confirm liquid level in tank and quantity to be delivered to prevent tank overfill; reconcile with inventory records and Automatic Tank Gauging (ATG), as applicable. Tanks will not be filled beyond 90% of their capacity.
- Set parking brake and use chock blocks to prevent movement; inspect fittings and fueling hose for damage before starting fuel transfer operation. The fuel delivery person makes all hook-ups.



- Place drip pans under valve-hose fitting connections.
- The person responsible for monitoring the delivery will remain attentive and observe the entire fuel delivery, be prepared to stop the flow of fuel from the truck to the tank at any time, and respond to any unusual condition, leak, or spill which may occur during delivery. Secure all valves on tank truck before truck departure and inspect for leakage.
- Place storm drain cover at the storm drain northwest of the fuel delivery area during fuel delivery.
- Following complete delivery, the fuel delivery person is responsible for disconnecting all hook-ups.
- Record accurate readings for product and water in tank after fuel delivery, verify the amount of fuel received and make sure fill ports are properly secured.
- If an oil spill occurs, the spill kit will be used to contain the spill. The main spill kit is located in the gasoline service area. The maximum spill that would occur during an over fill while unloading gasoline is estimated at 20 gallons (a 4-inch truck fuel delivery hose, 30 feet in length, holds about 20 gallons). Manually gauge receiving tank.

Consequences

Failure to comply with this SOP may:

- Result in fines for non-compliance to environmental laws and regulation relative to the discharge of hazardous waste.
- Violate COFL policy.

RECORDS

Record	Where Filed	Responsible Individual	Indexing Method	Minimum Retention Time

REVISION LOG

Revision No.	Revision Date	Description of Change(s)
01	4/23/15	Changed box on first page by adding revision number and date



AUTHORIZATION		
Name	Title	Date